

### Confidentiality Policy

Gatwick Construction Limited is committed to providing a confidential service to all our customers.

Gatwick Construction aim to establish a working relationship based on mutual trust and a commitment to maintaining the confidentiality of our client and supplier organisations; to this effect we will treat as confidential any documents that are shared with us, including but not restricted to:

Business Plans & Objectives

Meeting Minutes

Work Programmes

Audit or Survey Results

Safety Manuals

Construction Phase Plans

Quotations

Strategy Documents

Reports & Reviews

Design Drawings

Quality Manuals

Quality Plans

Pre Construction Safety Files

Tender Bids

We only request that a client or supplier organisation shares such information with us when it will be beneficial to the project / works being undertaken.

We comply with the **General Data Protection Regulations 2018** in maintaining the confidentiality of our clients' and only hold information that is current and relevant. We ensure that confidential papers are locked away or secured by passwords if received electronically. We do not share customer details with third parties.

In exception to the above statement, we will inform the client or supplier organisation of any matters reported to us or witnessed by us that have implications for health and safety, company security or matters of a criminal or illegal nature.

Everyone is made aware of the policies, procedures and standards that form the company management system and are encouraged to contribute to its continuing improvement.

It is the Company's belief that in applying these standards it will be able to meet the requirements of its Clients and the Industry.

Signed:



Mr. Timothy Toon.

Date: 07<sup>th</sup> January 2019

Director

The Managing Director shall review and update this policy whenever necessary and as a minimum will review its contents annually.